

DATE: July 1, 2004

TO: City Clerk

FROM: Representative Jose Alexandro Lozano

ADDRESS District 3 TELEPHONE 541-4515

Please place the following item on the (Check one): CONSENT x REGULAR _____

Agenda for the Council Meeting of July 7, 2004

Item should read as follows: Appointment of Shirley J. Phillips to the Retired and Senior Volunteer Program Advisory Council by Rep. Jose Alexandro Lozano, District 3.

SPECIAL INSTRUCTIONS: _____

Item No. _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Retired and Senior Volunteer Program Advisory Council

NOMINATED BY: Representative Jose Alexandro Lozano DISTRICT: 3

NAME OF APPOINTEE Shirley J. Phillips

(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Alma Wilson

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX

RESIGNED _____

REMOVED _____

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: 12/99

EXPIRATION DATE OF NEW APPOINTEE: 7/06

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX

2nd TERM _____

RESUME

Shirley J. Phillips
[REDACTED]
[REDACTED]

1998 Present Retired.

Work Experience

1991 1998 City of El Paso - Engineering Department
Administrative Assistant

1971 1991 City of El Paso – City Attorney’s Office
Legal Secretary

Education

1978 Professional Legal Secretary Certification by National
Association of Legal Secretaries. First PLS in El Paso.

1982 El Paso Community College, Diploma, Legal Assistant Program

Volunteer Activities

1980 2000 El Paso Regional Group, Sierra Club

1998 2000 El Paso Mountain Committee

2000 Present Assistance League of El Paso